

LIBRARY SAFETY AND SECURITY ISSUES

It is the responsibility of each and every Rhode Island library, its staff and its governing board to develop policies and procedures which govern the library in its dealings with the public in the use of the library and its services. It is especially important in this time of crisis in America for libraries to review their policies, update them and review them with staff and local officials. Contacts with local police and fire authorities regarding appropriate response to requests for assistance should be made in advance.

To assist librarians in reviewing the adequacy of their policies and procedures, OLIS recommends the following resources, both printed and online. If more information, resources or assistance are needed, please contact Frank Iacono at 222-5816.

Selected Resources

American Library Association, Security Guidelines Subcommittee of the BES Safety and Security of Library Buildings Committee. **LIBRARY SECURITY GUIDELINES**. June 2001.
(<http://www.ala.org/lama/committees/bes/sslbguidelines.html>)

This document contains sections on: Duty to Protect, Foreseeability of Loss, Adequacy of Protection, Physical Barrier and Lock and Key Security, Security Duties and Security Staff, Personal Access and Parcel Control, Security Alarms and Electronics.

Baltimore County Public Library. **HELP MANUAL; A Guide for Emergency Situations**. Baltimore County Public Library, December 1995. (P.C. 658.47 BAL)

Covers Building Emergencies, Medical Emergencies, Problem Behavior, Service Inquiries and Complaints, Theft/Loss Prevention. The format provides a definition of the problem and action steps that should be undertaken by appropriate staff.

Cravey, Pamela. **Protecting Library Staff, Users, Collections and Facilities; A How-To-Do-It Manual for Librarians**. New York, Neal-Schuman, 2001 (P.C. 025.82 CRA)

Contents include: Library Security Today, An Overview; Security of the General Collection; Security of Users and Employees (especially, Expectations of a Safe Environment); Security of Electronic Files and Systems; Security of Special Collections; Security for Special Events; Library Security: Legal, Personnel, and Vendor Considerations. Especially helpful are sample policies, such as the "Draft Workplace Violence Policy".

Shuman, Bruce A. **Library Security and Safety Handbook: Prevention, Policies, and Procedures.** Chicago, ALA, 1999. (P.C. 025.82 SHU)

Contents include: Overview: Library Security and Safety, Protecting Materials in Libraries, **Problem Behaviors in Libraries, Preparing for and Reacting to Security Incidents in Libraries**, Emergency and Disaster Management Policies and Procedures; Legal and Ethical Issues of Security and New Technology, Electronic Security Issues and the Future of Library Security.

Selected Library Policies Online

Decatur Public Library, Decatur, Illinois. **[Security Policy](http://decatur.lib.il.us/policies/security.html)**
(<http://decatur.lib.il.us/policies/security.html>)

Includes Basic Conduct, Other Conduct Prohibited in the Library, GUIDES FOR LIBRARY STAFF IN CASES OF MISCONDUCT BY LIBRARY USERS

University of California, Santa Barbara. **[Library Policy on Conduct.](http://www.library.ucsb.edu/depts/access/conduct.html)**
(<http://www.library.ucsb.edu/depts/access/conduct.html>)

Includes Library goals and behaviors that are in conflict with the goals under topics such as: Use and Protection of the Collection; Use and Protection of the Building and Library Equipment; The Library Environment (weapons addressed here); Action that will be taken.